Previous references.
Regis. 39-10

1911
(Genl. Misc.)

G.M. **File No.** 165-11

Serial Nos. 1

Later references.
Regis 56-14
Judl. 282-9-2
Gen. 173-27(1)2

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1

Part B. for November 1911.

SUBJECT.

Re signing of all Communications to Govt by the head of the office himself and not by any of his Assistants.

1. To the Heads of depts & Dy: Commrs. &c.
No. G. 2762-2809 & 13-11-11.
Directs that all Communications to Govt should be signed by the Head of the Office himself and not by any of his Assistants.

G. R. S. 58

K.N. Krishnaswamy Jr 21-12-11

G.R.S. 11] 1911-12

GENERAL AND REVENUE SECRETARIAT.

(Gen. Mis.)

NOTES.

G.R. File No. 165-11

FILE HEADING.

Communications to Government from Heads of Departments to be signed by the Heads of the Offices themselves and not by their Assistants.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

The draft ~~six~~ order which has been approved by the Secretary has been received from Branch III for being issued in this Branch.

NOTES—First sheet.

GPB.—30,000—20-3-06.

G. R. S. 12]
General and Revenue Secretariat.

G M. File No. 165 of 1911-12 (2)

Serial No.

May it issue Submitted
V.S. 4/11
2-11-1911

As it is a general circular the alteration suggested in pencil in the draft ~~at the~~ as regards the form of the example, appears quite suitable. May it be adopted and the order issued ?

Secretary) 3.11.11

Yes
3/11/11

Issue
7.11.11.

To. The Heads of Departments & Dy Comrs
No. G 2762-2809. dt 13.11.11

Directs that all communications to Govt shall be signed by the Head of the Office himself and not by his assistant except when the Head of the Office is absent from the Station and in such cases the fact of such absence shall be noted below the signature of the Office Assistant

For file linked to this (viz. Regis 39-10) was returned to Branch for reference in connection with Part II Diary No. 1753

Note—Contn. sheet.

Rec'd

GPB—55,000—27-4-09

G.R.S. 28-]

File No. 39-10

Serial No. 3

G.M 165-11-1

Diary No. of letter replied to:

Proceedings of the Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE SECRETARIAT

( )

READ—

, the 19

Date of issue 13.11.11

Signed by Sir Ramaswamiayya

ORDER THEREON.—No. G2762-2809 &

13.11-11

Government are pleased to direct that, ~~in future~~, all communications to Govt. should be signed by the Head of the Office himself and not by an Office Assistant, except when

over

SUBJECT.

GPB—10,000-19-4-10

When the Head of the Office is absent from the Station and in such cases the fact of such absence should be noted below the signature of the Office Asst. as in the example given below.

A.B. ~~H. Stanmore~~ 19

Asst. to the Excise Com^rs

for Excise Com^rs absent from the Station

Print

OM

Secy to Govt

To all Heads of Departments.

All Deputy Com^rs.

Dept R 64
18.10.11

Proceedings of the Government of His Highness the Maharaja of Mysore, General (Miscellaneous), dated 13th November 1911.

No. G. 2762-2809—G. M. 165-11-1, DATED BANGALORE, 13TH NOVEMBER 1911.

ORDER.—Government are pleased to direct that all communications to Government should be signed by the Head of the Office himself and not by an office Assistant, except when the Head of the Office is absent from the station, and in such cases the fact of such absence should be noted below the signature of the office Assistant as in the example given below:—

A B,
Assistant to the Excise Commissioner,
For Excise Commissioner, absent from the station.

for *Offg. Secy. to Govt., Gen. & Rev. Depts.*

To—All Heads of Departments.
All Deputy Commissioners.

Exd.—C. V.